

THE CITY OF SALISBURY
HUMAN RESOURCES DEPARTMENT
City Office Building
132 North Main Street, 2nd Floor
P. O. Box 479
Salisbury, NC 28145-0479



EMPLOYMENT OPPORTUNITIES

Development Services Coordinator

(Internal Applicants Only)

Your Career, Your Community

As a Development Services Coordinator in the City of Salisbury, you can make a difference! The City is seeking motivated candidates who will perform advanced administrative work for permit services and plan review operations. Main responsibilities include but are not limited to: administering the intake and processing of all plan review and permit applications; coordinating permit pre-issuance approvals and fee payments, coordinating all internal and external development document communications with applicable agency liaisons and serving as case manager for various administrative site plan review applications. Join our team for a rewarding career that includes many benefits such as: 401K, Wellness Clinic, Insurance and more!

Minimum Requirements:

- Bachelor's or Associate's degree with coursework in public administration, planning or a related field and moderate zoning experience or equivalent work experience and education
- Must have a valid NC Driver's License
- Possession of, or ability to obtain Zoning Official Certification within two years of employment

Closing Date: May 7, 2015

Pay range: \$17.55 - \$23.96

Please apply online at www.salisburync.gov/hr

For questions please call/visit:

City of Salisbury Human Resources Department, City Office Building, 132 North Main Street, 2nd Floor. Phone: (704)638-5217.

The City of Salisbury prohibits discrimination on the basis of race, color, national origin, sex, veteran status, sexual orientation, religion, age or disability in employment or the provision of services.

**The City of Salisbury is a Drug Free Workplace
Job Opportunities Hotline: (704) 638-5355**